



INDIANA
ADULT EDUCATION



Adult Education Policy Review 101

Agents of Change Adult Education Conference
French Lick Springs Hotel
April 27th, 2016

Who makes the rules?

...And where to find them

Federal & State Laws

- [Workforce Innovation and Opportunity Act \(WIOA\)](#)
- [Uniform Guidance](#)
- [Indiana Code](#)
- OCTAE (USDOE) & NRS
 - [OCTAE – Division of AE and Literacy \(DAEL\)](#)
 - [National Reporting System \(NRS\)](#)

Who makes the rules?

...And where to find them (continued)

- [DWD Grant Agreement/Contracts](#)
- [DWD Policy Unit](#)
- [Adult Education Policy Team](#)
- Local Adult Education Provider Policies

DWD Adult Education Policy Process

...in general

- DWD AE Policies reviewed in January
- Posted for public comment in April
- Revised and published in July
- Updated as needed due to changes in Federal and State law & guidance
- Updated as needed due to changes in DWD policy
- Policy updates communicated to field

DWD Adult Education Policy & Guidance

...types of documents and communications

- Policy
- Technical Assistance Bulletins (TABs)
- Appendices & Forms
- Monthly Statewide Calls and Best Practices Sharing

DWD Adult Education Policies

...current policies

Policies

- Adult Education Program Standards Policy
- Adult Education Funding Policy
- Adult Education Data Collection and Reporting Policy
 - Performance Incentive Schedule TAB
- Adult Education Professional Qualifications and Development Policy
- Adult Education Program Monitoring and Improvement Policy
- Adult Education Distance Education Policy
- Indiana's Assessment Policy for Adult Education
- High School Equivalency Testing Policy
 - Guidelines for Establishing a new HSE Testing Center TAB
 - Requirements for HSE Testing Center Monitoring and Incident Reporting TAB



DWD Adult Education Policies

...current policies

Adult Education Program Standards Policy (DWD Policy 2013-07)

- Student Eligibility
- Enrollment Process
- Student Persistence
- Student Folders/Records
- Attendance Logs
- Student Continuation (between program years)
- Student Separation

DWD Adult Education Policies

...current policies

Adult Education Funding Policy (DWD Policy 2013-05)

- Overview of funding
- Program Year Budgets
- Budget Modifications
- Reimbursement
- Asset Inventories
- Student Fees

DWD Adult Education Policies

...current policies

Adult Education Data Collection and Reporting Policy (DWD Policy 2011-08)

- Required Data Reporting & Schedule
- Special Attendance Reporting Requirements
- Student Follow-up Guidance
- Data Validation & Analysis
- Local Data Policy Requirement
- InTERS Training Requirements

DWD Adult Education Policies

...current policies

Adult Education Professional Qualifications and Development Policy (DWD Policy 2011-10)

- Staff Educational Credentials
- IDOE Teacher Contract Exclusion
- Professional Development Attendance
- Local Professional Development Requirements
- Professional Development Tracking & Reporting

DWD Adult Education Policies

...current policies

Adult Education Distance Education Policy (DWD Policy 2014-08)

- Definitions of Distance Education
- Permissible Instructional Materials/Curricula
- Testing Rules for Distance Learners
- Tracking & Determining Hours
- Reporting Distance Learning Hours

DWD Adult Education Policies

...current policies

DWD Assessment Policy (DWD Policy 2014-09)

- Purpose
- Assessment Administration Rules
- Approved Assessments
- Invalid Scores & Re-testing
- Post-testing to Measure Educational Gain
- Data Reporting Requirements
- Assessment Accommodations
- Training Requirements

DWD Adult Education Policies

...current policies

Adult Education Program Monitoring and Improvement Policy (DWD Policy 2014-04)

- Risk Assessment
- Desk Monitoring
- On Site Monitoring
- Student Record Retention

How can I have a say in policy?

... and tips for doing so.

Federal Public Comment Process

- Unique survey collectors issued for posting comments on proposed rules.

DWD Policy Unit Public Comment Process

- policy@dwd.in.gov

Adult Education Central Office & AEC Teams

- AdultEd@dwd.in.gov
- DWD Regional Adult Education Coordinator (AEC)

Local Program Directors/Leadership

Adult Education Contacts



Adult Education Professional Development

...we need your feedback/input!

- How much time would you like staff at your program to spend in professional development and training? (Increased responsibility and compensation)?
- What kind of educational or industry-recognized credentials would you like staff to have?
- What topics are most important to cover in professional development for:
 - Administrators?
 - Administrative Assistants?
 - Counselors/Coaches?
 - Teachers?
 - Instructional Aides?
 - Volunteers?

Questions?

And session evaluations

Policies and Guidance on AmplifyAE.org

Questions about DWD AE Policy may be sent to your Regional DWD AEC or to AdultEd@dwd.in.gov.

Thanks for listening! Please fill out the conference session evaluation.

Please also help the DWD AE Professional Development (PD) team by completing the brief 2016 PD Survey!

